



CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY	RELEASE DATE:	Monday, March 1, 2010
POSITION TITLE:	Agency Information Officer	FINAL FILING DATE:	Monday, March 15, 2010 or until filled
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$ 9,476.00 / Month	BULLETIN ID:	03012010_4

POSITION DESCRIPTION

Under the direction of the Agency Secretary, oversight from the Assistant Secretary, Fiscal and Administrative Programs, and in consultation with the State Chief Information Officer (SCIO), the Agency Information Officer (AIO) formulates, analyzes, revises, interprets, and evaluates business operations, operational programs, and Information Technology (IT) resources for the agency and its constituents. The AIO is also responsible for overseeing the technology functions within the agency to which he/she is assigned and has oversight responsibility for coordinating the activities of IT offices throughout the agency, its constituent departments and interface partners.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military

duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

1. Knowledge of and ability to implement all SCIO information technology policy letters;
2. Ability to work collaboratively with other State AIO's implementing Executive Order S-03-10;
3. Knowledge of statewide Information Security standards as mandated by the SCIO;
4. Ability to work with the Secretary's Cabinet officials for management of efficient and effective technology;
5. Knowledge of the technical requirements of large-scale automation projects (including hardware, software, and personnel requirements) involving an extensive planning process. Experience in implementing and managing such large-scale (multi-million dollar) automation projects over the course of multiple years;
6. Extensive experience in IT management including the development of new technology applications that can be used to assist management in improving the efficiency of operations, the collection of program data, and the accuracy and usability of managerial reports;
7. Applicants must also demonstrate an understanding of the long-term business requirements of the Agency and its various subordinate entities;
8. Integrity, initiative, dependability, sound judgment, and the ability to work cooperatively with others both inside and outside of the Agency;
9. Ability to plan, organize, and direct the work of a multidisciplinary professional staff exhibiting skills necessary to lead, motivate, and develop staff;
10. Experience managing a large-scale IT program including the ability to maintain an Operational Recovery Plan; establish ongoing IT strategic planning; adopt IT infrastructure standards; conduct successful feasibility studies for proposed IT projects; and protect the security, confidentiality, and integrity of data;
11. Ability to participate in the departmental budgetary process and work with State and federal control agencies to ensure resources are allocated to meet program needs;
12. Experience with acquiring project and funding approvals using California's process;
13. Experience collaborating with the SCIO regarding IT-related issues with statewide implications; and
14. Knowledge of the Equal Employment Opportunity (EEO) program and the process available to meet EEO objectives.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Agency Information Officer**, with the **CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

FILING INSTRUCTIONS

All interested applicants should submit a completed Standard State Application (Std. 678), and a "Statement of Qualifications" detailing how the candidate's education, training, experience, and skills meet the Minimum Requirements and Desirable Qualifications for the position to the California Air Resources Board, Human Resources Branch, 1001 "I" Street/P.O. Box 2815, Sacramento, CA 95812, Attention: Kimberly Russell by 5:00 p.m. on the final filing date. Questions concerning this position should be directed to Kimberly Russell at (916) 327-3515 or krussell@arb.ca.gov.

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY, Administration/Human Resources
Branch
1001 I Street/P.O. Box 2815, Sacramento, CA 95812
Kimberly Russell | 916-327-3515 | Krussell@arb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>